

402 UNOCCUPANCY SPECIAL REQUIREMENTS (BUILDINGS AND CONTENTS)

You are required, as a condition precedent to **our** liability under sections 1 and 2 of the policy, to ensure that the following special requirements are effected and maintained by **you** throughout any period that the **buildings** are **unoccupied**:

- 1 the **buildings** must be inspected internally and externally by an authorised person at least once per week, or at such other frequency as required by **us**, to check the security and general condition of the **premises**;
- 2 all waste, refuse and other disused combustible materials must be cleared from the **buildings** and any grounds adjacent to it;
- 3 all external doors must be securely locked and all opening windows closed and locked (where fitted with locking devices);
- 4 all letter box flaps and other similar gaps or openings must be securely sealed;
- 5 all tanks and pipes must be drained down and all taps, stopcocks and mains supply valves turned off, unless **we** agree in writing that the supply must be maintained for essential services;
- 6
 - a) gas supplies must be switched off unless **we** agree in writing that the supply must be maintained for essential services;
 - b) electricity supplies must be switched off unless **we** agree in writing that the supply must be maintained for intruder and/or fire alarm systems or other essential services;
- 7 all existing physical devices for securing, or preventing access to, the **buildings** must be kept in full and effective operation at all times and to have all keys removed from the locks and kept in a secure place away from the **premises**;
- 8 **you** notify **us** immediately **you** are aware that the **premises** are to be occupied by contractors for the purpose of buildings works;
- 9 a written record of the actions in 1 to 8 above must be retained by **you** and following each inspection any:
 - a) defects in the **buildings** or **premises**
 - b) work required to keep the **buildings** or **premises** in a safe and good conditionmust be reported to **you** immediately.

A copy of this record must also be immediately forwarded to **us** in the event of any:

- a) failure to comply with requirements 1 to 8 above
- b) deterioration in the general condition of the **buildings**
- c) **damage** to the **buildings** that is not covered by the policy.

Action to rectify any defects or implement any improvements or repair work must be taken as soon as possible but not more than 30 days from the date of inspection unless agreed by **us** in writing.

No changes to the terms of these requirements apply unless confirmed by **us** in writing.

We will not pay any **claim** if **you** failed to comply with any special requirement above and such failure caused, or increased the amount of, the loss.